## **Help Hand-Out for Taylorsville City for Online Payments**

## Online Bill Pay Now Available

Traffic Citations, Business License Renewals and Building Permits can now be paid online using your Credit Card or Check. Please have your paperwork handy when you sit down to pay your fees. <u>If you pay online you will be charged a \$5.00 convenience fee.</u>

## WARNING! Unemployment Benefit cards not accepted on this website. If you wish to use such a card for payment you must bring it to the Taylorsville Justice Court

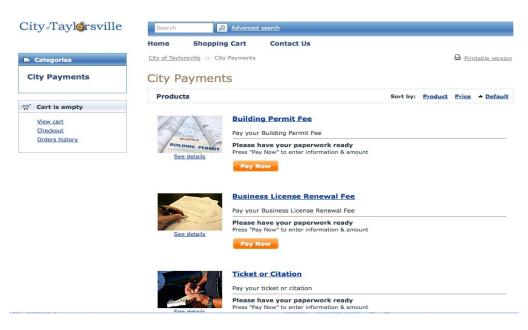
**Note**: If you enter the fee online after the deadline noted on your paperwork, you will still have all designated late fees and consequences. After your credit card or e-check is authorized, your payment receipt time is recorded and time stamped with your payment receipt.

Again, even if you are paying online, you can still be charged late fees. In matters involving the court and/or traffic citations you will still incur appropriate legal consequences if you enter your payment after the deadline.

If you have your **traffic ticket**, **business license renewal** form and/or the paperwork to pay your **building permit fee**, click the appropriate button. You will be directed to a secure website. Pay now by clicking the <u>City Payment link</u>.

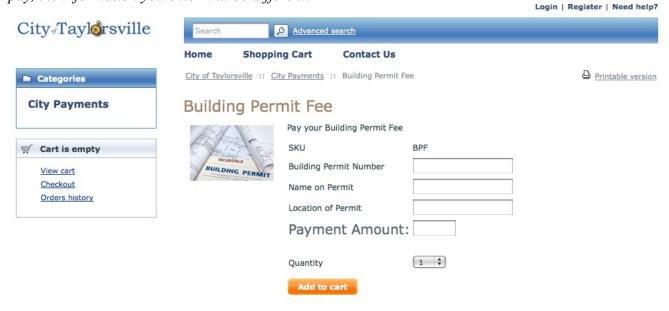
Make sure you have your paper work ready. You will need to include the appropriate information to guarantee that you account is credited properly.

Please choose what your are paying (either traffic ticket, business license renewal, and/or building permit fee):



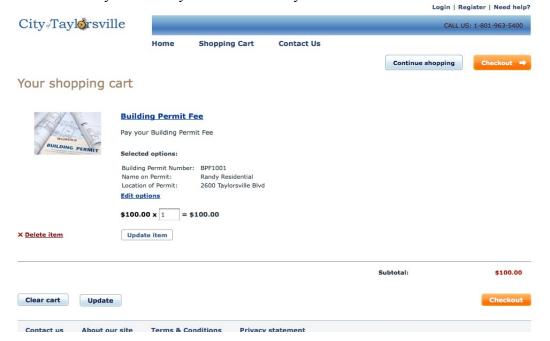
You will now see a screen to enter your appropriate information. *Please double check your work.* Make sure that you have added the correct name, amount, invoice or ticket number, and so forth. Double checking your work will help reduce the likelihood of errors.

Pictured below is an example of the Building Permit Fee screen. Depending on the fee you wish to pay, the information you enter will be different.

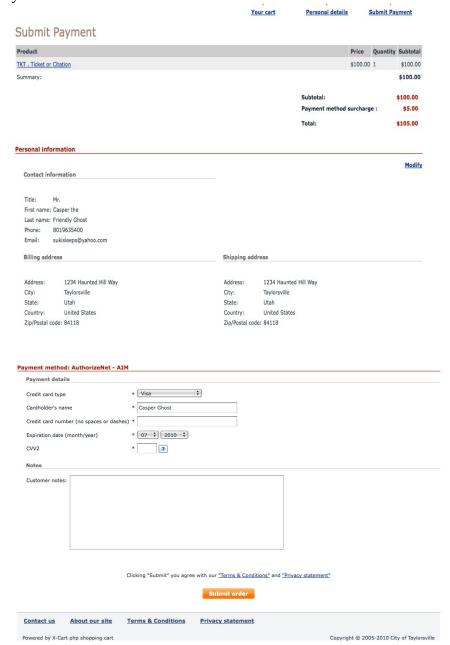


When you are finished adding your information, click the button "Add to Cart."

The next window allows you to verify the information you have entered:



The following page will display, allowing you to enter your credit card information. Please note, after your transaction has been authorized, your financial information will be immediately and permanently deleted from our system.



Please do not hit the "Submit Order" more than once. Remember, all transactions will incur a \$5.00 online convenience fee. If you submit your order online after the due date on your paper work, you will still be charged all designated late fees and/or fines.

If you have any questions, please call the City of Taylorsville at 801-963-5400

Taylorsville's Justice Court: **Phone number: 801-963-0268.**